

Submitted: 8/14/2012
Jurisdiction: Maryland
Agency: State Police
Division/Unit: Special Operations Division

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 395
MSA ID: SE55-2525

Page: 1 of 1

Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	31A Overtime Report for Special Operations Division	1209	PER 2-1	Feb 2010 through Feb 2010	0.001 cu ft.	08/14/2012	Shredding
2	Invoices past retention dates for Sun Technical, Verizon, Direct TV.	1209-A-38	FIS 3-2	Mar. 2010 through Dec. 2010	0.001 cu ft.	08/14/2012	Shredding
3	Form 31 Employee Work & Leave Report	1209	PER 2	Jan. 2011 through July 2011	0.01 cu ft.	08/14/2012	Shredding
4	OSHA Files (300, 300A, MSP199) - past retention dates.	1029	LIA 1-4	2005 through 2008	0.06 cu ft.	08/14/2012	Shredding

Destruction Certification

Leesa Radja

Signature

Administrative Aide

Title

8/14/2012

Date